

## **JOB ANNOUNCEMENT**

**POSITION:** Clinical Manager

**FILING DEADLINE:** Applications with resumes are being accepted until the position is filled.  
Applications and detailed job descriptions may be obtained at the above address.

**DESCRIPTION OF DUTIES:** The Clinical Manager serves as an integral part of the leadership team in developing and implementing strategic plan goals and objectives. Position responsibilities include: leadership regarding the structure and processes necessary to manage the organization's projected growth and current activities with a focus on accountability and building capacity in appropriate areas; overseeing the internal day-to-day clinical operations of the agency, including grant/contract management, budget development and monitoring, reports, and policies and procedures; and ensuring organizational compliance with all applicable laws and regulations.

Responsible for development, organization, management, supervision and coordination of behavioral health, medical case management, and other clinical program activities. Responsible for clinical program development; directing, managing, and supervising the clinical duties of assigned staff members and interns; establishing and implementing assigned clinical program objectives and performance standards. Responsible for promoting, coordinating, and participating in collaborative activities, programs, and projects. Responsible for developing, implementing and overseeing a third party billing structure for the agency. Responsible for developing and implementing solutions to problems, resolving conflicts, conducting trainings and oral presentations, establishing and maintaining working relationships with community health organizations, physicians, colleagues, and staff, preparing reports, oversees confidentiality and HIPAA compliance. Responsible for assisting in the research, preparation and submission of funding proposals and grant applications. Responsible for working in collaboration with the Program Manager on the agency's Quality Management Program. Provides Mental Health Services to women, children and families. Serves as the Mental Health Services Clinical Administrator and Supervising Medical Case Manager. Perform related tasks as required. Function as a proactive and positive member of the agency's management team.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

**POSITION REQUIREMENTS:** A Master's Degree from an accredited (CSWE or COAMFTE) school of social work or marital and family therapy, a valid LCSW or LMFT California Board of Behavioral Sciences License and a combination of education, experience, knowledge and

abilities to successfully perform the duties assigned to the position. Two years of post-licensure experience required. Minimum of three years of experience in directing and supervising social service, mental health and or primary care program. Minimum of one year experience working in the field of HIV/AIDS, or a medical setting, or related field. Demonstrated leadership and management skills within a social service program with the ability to establish and maintain professional standards, efficient consultation and supervision skills. Must be well organized and detail oriented with demonstrated skill in critical thinking and exercising good judgment. Ability to speak and write both English and Spanish fluently preferred.

Knowledge of: behavioral and other clinic operations and functions; Ryan White, managed care and fee for service systems; Medi-Cal and Medicare reimbursement guidelines; principles and practices of health care management; current issues and trends in health care service delivery; principles and practices of clinical supervision; staff/patient safety and security requirements; training methods and techniques.

Ability to: plan, organize, and coordinate program activities; interpret and apply policies and procedures; learn and apply County, State and Federal regulations; provide direction to professional and support staff; plan, assign, organize, prioritize, and delegate work of self and others; establish standards and evaluate staff; research and analyze data, draw conclusions, develop and implement solutions to problems; make oral presentations; establish and maintain working relationships with physicians, community health organizations, colleagues, and staff; prepare narrative and statistical reports; maintain confidentiality; resolve conflicts; represent agency with tact and diplomacy.

Successful experience and demonstrated ability administering human service activities and utilizing community resources. Ability to establish and maintain effective public relations. Experience in contract administration, grant writing, clinical program development and management, service evaluation and staff supervision. Ability to read and interpret contracts and develop clinical policies and procedures accordingly. Ability to plan, organize, implement and direct clinical program operations and activities. Ability to assess quality performance and implement effective strategies to improve and ensure quality service. Ability to work independently and prioritize tasks to meet strict guidelines and deadlines.

Demonstrated experience in communicating effectively and interacting with clients and staff with diverse social, cultural and economic backgrounds. Demonstrated skill in social work assessment of and interventions with individuals and families impacted by co-occurring conditions, chronic disease, loss, and threat of death. Demonstrated ability to deliver care in an ethical, nonjudgmental, culturally competent, and nondiscriminatory manner. Excellent interpersonal

skills to interact effectively with ethnically and culturally diverse populations and co-workers, respecting confidentiality and exercising tact, flexibility, and diplomacy. Knowledge of and demonstrated adherence to federal, state and local laws related to health and social welfare including, but not limited to, Medi-Cal, Medicare and California Children's Services.

Demonstrated experience integrating theory and practice in the formulation of psychosocial assessment and interdisciplinary treatment plans, the implementing of care plans and the modification of treatment based on outcomes. Demonstrated experience communicating and working effectively with a multidisciplinary team. Demonstrated experience thinking creatively and efficiently, to assess, analyze and solve problems. Ability to respect confidentiality and professional judgment to interpret, clarify, and report information to patients, family members, and staff. Demonstrated experience conceptualizing and writing clear, concise and appropriate psychosocial assessments, care plans, chart notes, and progress reports in social work records. Ability to read medical records, abstract data, analyze materials and offer recommendations to improve program services. Ability to effectively facilitate meetings and assist groups to reach goals and objectives. Ability to facilitate client skills development and respond appropriately in crisis situations.

Must be able to work independently, set priorities, organize and complete multiple tasks and projects efficiently. Demonstrated experience using computer software to collect data and to prepare reports. Demonstrated experience using personal computer programs including Microsoft Word, PowerPoint, Publisher, Excel and Access.

Must be willing and able to travel to client homes, community meetings, and occasional out-of-town conferences. As this position requires driving duties, employees must possess a valid California Driver's License with access to reliable personal transportation as well as proof of current vehicle insurance in good standing. Employees must provide a recent DMV H-6 printout to be kept on file and will be included on a regular DMV Pull Notice system for routine review of driving records.

- HOURS:** Exempt, full-time position.
- COMPENSATION:** Commensurate with experience and education.
- BENEFITS:** Health, Dental & Vision Insurance; Vacation; Sick leave; 14 paid holiday days.
- FILING APPLICATIONS:** Applicants must clearly demonstrate that they meet the minimum requirements. Applications must be filled out completely, legibly and may be submitted along with resumes in person, by email, or postal mail. Applicants whose resume and



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experience best meet the position requirements will be contacted for an interview.  
All statements will be subject to verification and investigation.

**CONTACT PERSON:**

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*Any provisions contained in this job announcement may be modified or revoked without notice.*